



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number
03-16

Date:
07/14/03

Administrative Memorandum

SUBJECT: WFP&I 262 E – APPOINTMENT LETTER FOR FACT-FINDING INTERVIEW

REFERENCE:

CANCELS:

FILE IN:

I. PURPOSE

This Administrative Memorandum releases a new WFP&I 262 E, Appointment Letter for Fact-Finding Interview. This form is used to schedule an appointment for participants to come into the office to be interviewed regarding an allegation of welfare fraud. This form includes dedicated spaces to request the participant provide specific information and/or documents.

II. POLICY

This revised WFP&I 262 E permanently cancels and replaces the previously released WFP&I 262. The WFP&I 262 E was formatted to include more space for requesting information from participants. This revised form is to be used immediately. The form will be available on the LEADER server.

Please direct any questions regarding this form to your immediate supervisor.

A handwritten signature in black ink, reading "Luther Evans", is written over a horizontal line.

Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:JR:jr

Attachment

c: Deputy Directors



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION
12000 Hawthorne Blvd.
Hawthorne, California 90250

Date:

Case Name:

Case Number

We are investigating your eligibility and entitlement to public assistance (welfare) benefits. The following appointment has been scheduled for you:

Date: _____

Time: _____

Place: _____

The purpose of this interview is to discuss the preliminary results of our investigation. It is important that you keep the appointment because the information you provide may affect the final results of our investigation.

PLEASE BRING A VALID PHOTO IDENTIFICATION AND SOCIAL SECURITY CARD WITH YOU.
In addition, please provide the items checked below:

- | | |
|---|--|
| <input type="checkbox"/> Pay Stubs for all employment | <input type="checkbox"/> Receipts for Child Support |
| <input type="checkbox"/> Rent receipts or mortgage payment records | <input type="checkbox"/> Utility bills |
| <input type="checkbox"/> Letter from landlord (with landlord's name and phone number) | <input type="checkbox"/> Bank records for all accounts |
| <input type="checkbox"/> School enrollment for _____ | <input type="checkbox"/> Automobile registration for all vehicles. |
| <input type="checkbox"/> Property Tax Statement | <input type="checkbox"/> Income Tax Statements |
| <input type="checkbox"/> Statement from person(s) who gave you Loans and/or contributions | |
| <input type="checkbox"/> Other: _____ | |
| _____ | |
| _____ | |
| _____ | |

SPECIAL INSTRUCTIONS: Bring this letter with you to your appointment.

Your failure to keep this appointment will be considered a sign of your unwillingness to cooperate and may result in the denial or discontinuance of your benefits.

If you have any questions you may contact me at the number below.

Welfare Fraud Investigator

File Number

Telephone Number